DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
ACCOUNTANT
FINANCIAL MANAGEMENT & ANALYSIS – REVENUE MAXIMIZATION UNIT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public and State Employees

Location: 25 Sigourney Street, Hartford, CT

Job Posting No: 99765

Hours: 8:00am – 4:30pm

Salary Range: $60,593.00 - $78,332.00 Annually

Closing Date: December 9, 2011

DUTIES AND RESPONSIBILITIES: This position will be responsible for developing proposals to generate additional revenue beyond current collections. A sample of potential new opportunities for revenue enhancements that this position may be involved with includes:

- Oversight and coordination of efforts on the Community-Based Medicaid Administrative Claim for DMHAS services.
- Supporting the process of Medicaid claiming for inpatient hospital services for inmates of the Department of Corrections.
- Supporting efforts to expand Medicaid coverage for inmates in need of a nursing home level of care.
- Pursuing other agency administrative cost reimbursement for our existing waiver programs.
- Reviewing aspects of our Cost Allocation plan to ensure we are effectively capturing all costs.
- Coordinating with our partner agencies and Medicaid Administration staff on a vast number of rate enhancement projects.
- Improved coordination with other areas within the Department such as Medical Administration, IT, MMIS and Rate-Setting to ensure full claiming of all allowable costs.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY: Knowledge of professional accounting principles and practices including knowledge of governmental accounting and budgeting; knowledge of basic auditing principles and practices; interpersonal skills; oral communication skills; ability to prepare, analyze and evaluate financial statements and other accounting records and reports; ability to analyze and evaluate accounting methods and procedures; ability to utilize EDP systems for financial management; ability to read and interpret written materials.

EXPERIENCE AND TRAINING:

General Experience: Six (6) years of experience in accounting or auditing.

Special Experience: Two (2) years of the General Experience must have been at the paraprofessional level. Work at the paraprofessional level requires exercise of some independent judgment in applying basic accounting principles and may be compared to the level of a full charge bookkeeper. For state employees this is the level of Assistant Accountant.

Substitutions Allowed:

1. College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

2. A Master's degree in accounting may be substituted for one (1) additional year of the General Experience.

3. Certification in any of the following may be substituted for one (1) year of the General and Special Experience: Certified Public Accountant, Certified Internal Auditor.

4. Two (2) years of experience as an Assistant Accountant may be substituted for the General and Special Experience.

Note: **This position may be filled by mandatory candidates from the Re-employment and Sebac lists, which we are obligated to use. Applications also will be accepted from state employees who have attained permanent status in the class and from candidates, who have taken and passed the current examination for Accountant, Exam Number 062691.**

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

Maria Taylor, Principal Human Resources Specialist
DEPARTMENT OF SOCIAL SERVICES
25 SIGOURNEY STREET, HARTFORD, CT 06106
FAX NUMBER: (860) 951-2979

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.